

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)  
FROM : Chief, Orientation and Briefing Division  
SUBJECT: Report for Week 22-28 January 1953

DATE: 29 January 1953

25 YEAR RE-REVIEW

## I. INDOCTRINATION

1) On Monday, 26 January, 73 new persons attended the Indoctrination. Included in this number was [redacted] the new secretary to Mr. Loftus Becker, the DDI.

2) In addition, we had Mr. Charles T. Skow, Jr. of the Department of State, who had previously been cleared both policy-wise and security-wise for attendance. For the information of the Director of Training, we attach a copy of a letter just received from the Department of State, expressing thanks for Mr. Skow's attendance.

## II. ORIENTATION

1) In keeping with the wish of Colonel Edwards that we consider him for a future course since he is taking some annual leave on this occasion, we approached Mr. Robert [redacted] who will cover the Security lecture on the first day. Since [redacted] has always welcomed suggestions, we told him that he might get some helpful hints from what Colonel Edwards had used in the Presentations Program. He appreciated the suggestion and said he would look into it.

2) After following through on efforts to get someone from the DDP part of the Agency to make the contribution on "CIA's Collection," we ended up by getting [redacted] to do the job again. [redacted] is going to work with [redacted] and personnel of OO in developing the substance of his material.

3) Mr. Robert Amory, the AD/ORR, again nominated William [redacted] to appear on the Economic Panel. He agreed that his explanatory remarks regarding ORR could be abbreviated, and he asked that we get together a few days before he is scheduled to appear.

JOB NO. [redacted] BOX NO. [redacted] FLD NO. [redacted] DOC NO. 4/ NO CHANGE  
IN CLASS/DECLASS/ICLASS CHANGED TO [redacted] RET. JUST. 22  
NEXT REV DATE 89 REV DATE 15 Nov 19 TYPE DOC. 02  
NO. PGS 3 CREATION DATE [redacted] ORG CODE 11 ORG CLASS C  
REV CLASS C REV COORD. [redacted] AUTH: [redacted]

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4) [redacted] and [redacted] to appear with him on the Scientific Panel. We know that [redacted] does a very good job, and we have heard that [redacted] is good platform presence.

5) [redacted] came to examine the visual aid which will be used for his part of the program. Because of the recent re-organization within the top structure of the Soviet System, we are making some changes in keeping with [redacted] wishes.

### III. PRESENTATIONS

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1) [redacted], Auditor-in-Chief, came to tell us that his presentation on "Dollars and Sense" has had the effect which he desired because he was requested to send to the new DCI, Mr. Allen Dulles, his comments and recommendations.

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2) [redacted], Chief, General Services, has spent considerable time in attempting to evolve an interesting and profitable presentation for next Wednesday, 4 February. We have tried to give him considerable advice and assistance on both the substance and the format of his material.

### IV. SPECIAL

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1) The AD/ORR, Mr. Robert Amory, requested that the Office of Training get certain visual aids prepared for the DDI. [redacted] office gave excellent support in producing what was required.

2) The letter, containing nominations of lecturers to the Strategic Intelligence School, was prepared for the signature of the Director of Training after all details had been formulated...checking on availability of speakers, etc.

3) We expect to inaugurate the use of our new visual aid in the Orientations Room at our Indoctrination Program next Monday, 2 February.

Att. 1  
SM/lgb

Chief, Orientation and Briefing Division

lcc: Chief, Plans and Policy Staff, OTR

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